

**MARINE MAMMAL COMMISSION**  
**4340 East-West Highway, Room 905**  
**Bethesda, MD 20814**

**Vacancy Announcement No. MM-05-01**

**Position:** Staff Assistant, GS-303-5/6/7  
Promotion Potential: GS-09  
Salary Range: \$28,620 - \$46,088

**Opening Date:** 03/18/05

**Closing Date:** 04/08 /05

**Location:** Marine Mammal Commission  
Room 905  
4340 East-West Highway  
Bethesda, MD 20814

**Area of Consideration:** All Sources

**Number of Vacancies:** 1 Vacancy (This assignment may require travel and overtime)

**Type of Appointment:** Permanent Full-Time Position

**NOTE: This is a one-grade interval position. The incumbent can be hired at a GS-5/6/7 grade level. When and if performance meets the higher level, the incumbent may be promoted to the next higher grade level. This position has full potential to the GS-9 grade level.**

**DUTIES OF THE POSITION:** The incumbent serves as a member of the administrative support team for the Marine Mammal Commission. Under the direction and guidance of the Special Assistant to the Executive Director, the Staff Assistant plans and carries out assignments for improving the effectiveness and efficiency of the administrative functions of the Commission. The incumbent works with the Special Assistant to the Executive Director and other staff to assure that projects are completed in a timely manner. The incumbent organizes, maintains, updates, and retrieves files to be used in or as background materials for letters, memoranda, and reports. The incumbent formats and prepares outgoing correspondence for signature and mail, including reviewing for correct format, spelling, and grammar. He/she assists with the production of the Commission's Annual Report to Congress and other reports, including the desktop publishing of such documents. The incumbent maintains staff calendars and assists in making logistical arrangements for meetings and workshops, including communication with participants and venues. The incumbent provides back-up support for

answering phones, processing incoming mail, and processing courier requests. Incumbent may also perform various other administrative tasks such as processing travel orders and vouchers and making travel arrangements. The incumbent familiarizes himself/herself with ongoing projects and activities of the Commission so that he/she can answer phones and receive visitors, screening calls and directing them to the appropriate staff.

### **QUALIFICATION REQUIREMENTS:**

**To qualify for the GS-05** position, applicants must have at least one year of specialized experience that is equivalent in difficulty and complexity to work performed at the GS-04 or higher grade level in the federal service. Specialized experience is experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled. This experience must show knowledge of various administrative assignments such as arranging meetings and compiling briefing material, greeting visitors, typing correspondence, answering phone calls, and delivering messages.

**Education:** Successfully completed education above the high school level in any field for which high school graduation or the equivalent is the normal prerequisite is creditable at grades GS-3 through GS-5 for all positions except Reporting Stenographer, GS-5. This education must have been obtained in an accredited business, secretarial or technical school, junior college, college or university. One year of full-time academic study is defined as 30 semester hours, 45 quarter hours, or the equivalent in a college or university, or at least 20 hours of classroom instruction per week for approximately 36 weeks in a business, secretarial, or technical school.

**Combining Education and Experience:** Equivalent combinations of successfully completed post-high school education and experience may be used to meet total experience requirements at grades GS-5 and below, except for Reporting Stenographer, GS-5.

**To qualify for the GS-06** position, applicants must have at least one year of specialized experience that is equivalent in difficulty and complexity to work performed at the GS-05 or higher grade level in the federal service. Specialized experience is experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled. This experience must demonstrate knowledge of maintaining control records on incoming correspondence and action documents and following up on work in progress to ensure a timely reply or action. The applicant must have experience in reviewing outgoing correspondence for procedural and grammatical accuracy and conformance with administrative guidelines, and calling any inadequacies to the attention of the writer and experience in assembling and summarizing information from files and documents in the office or other available sources for use by the supervisor or others based on general instructions of the nature of the information wanted and its purpose.

**To qualify for the GS-07** position, applicants must have at least one year of specialized experience that is equivalent in difficulty and complexity to work performed at the GS-06 or higher grade level in the federal service. Specialized experience is experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that is

typically in or related to the work of the position to be filled. The applicant must demonstrate knowledge and experience in reviewing and drafting letters and other documents (i.e., format, grammar, appropriate signatures, spelling). The experience should demonstrate success in recommending comments and modifications to the supervisor; compiling comments from the staff; and coordinating overall responses assuring consistency on views.

### **QUALITY RANKING FACTORS:**

Applicants who meet the basic qualification requirement will be further evaluated to determine who are the best-qualified candidates by evaluating them to the extent that their experience, education, training, awards, and performance appraisals indicate they possess the knowledge, skills, and abilities described below:

#### **GS-303-5/6 level**

1. Skill in compiling readily available data from prescribed sources and recognizing and correcting obvious discrepancies and data omissions.
2. Ability to collect information through research and other data collection techniques, determine its importance and accuracy, draw conclusions, and devise solutions by a variety of methods.
3. Knowledge of one or more automated systems to enter, correct, and retrieve factual information, compile reports, produce charts and graphs, or monitor projects status.
4. Basic computer skills for word processing.
5. Ability to communicate effectively, both orally and in writing.

#### **GS-303-7 level**

1. Ability to determine and adjust to shifting priorities and to work under and meet deadlines.
2. Ability to compile, organize, analyze, and disseminate information efficiently and accurately.
3. Skill in proofreading and editing of complex documents in order to produce publishable copy.
4. Skill and efficiency in using IBM-compatible computers and software, including Word Perfect 9.0 and Microsoft Office programs (Word, Excel, Access, Power Point), Adobe software programs (InDesign, PhotoShop, Illustrator), Roxio CD Creator, and other IBM-compatible software.
5. Ability to communicate effectively, both orally and in writing.

**BASIS FOR RATING:**

Eligible candidates meeting the minimum qualification requirements will be further evaluated and numerically rated. The basis of rating will be an evaluation of the applicant's experience and/or training as stated in the application package. The amount of experience or training will not itself be accepted as proof of qualification at any grade. The applicant's record must demonstrate the capacity to perform the duties of the position. Applicants should clearly show they possess the knowledge, skills, and abilities (KSAs) listed under the Quality Ranking Factors above.

**HOW TO APPLY:**

Candidates may submit an Optional Application for Federal Employment (OF-612), resume, or any other written format. Applicants should attach to the application or resume a supplemental statement describing your experience, training, education, knowledge, and/or awards related to each Quality Ranking Factor as described above. Applicants should present information as detailed as possible because it will be used as the basis on which they will be evaluated. Include a copy of your latest performance appraisal, if available. Your application must also include the following information:

1. Social Security Number.
2. Title, series, grade, and vacancy announcement number of the vacancy for which you want to be considered.
3. Full legal name, mailing address, and phone number(s) including area codes.
4. Daytime and evening telephone numbers.
5. Country of citizenship.
6. For experiences most relevant to this position, include name of employer, dates of employment (starting and ending dates), job title, and a description of your duties and responsibilities for each job. Also, indicate if we may contact your current supervisor.
7. Average hours worked for each position if other than 40 hours per week.
8. Name, location, and date of educational institutions attended.
9. Type of degree, if any, and date received.
10. Major field of study.
11. List of relevant training including course titles, dates, and number of hours and name of institution.
12. Description of honors, awards, and special qualifications, such as language skills or computer skills, along with dates acquired.

**ELIGIBILITY FOR CONSIDERATION:**

You must be a citizen of the United States.

Applicants with competitive status must submit a copy of their most recent SF-50 (Notification of Personnel Action) or their SF-50 showing conversion to career or career-conditional appointment.

Status (present federal employees or former federal employees eligible for reinstatement) and non-status candidates will be considered for selection to this position. All non-status candidates who meet

minimum requirements will be referred to OPM for ranking and referral. Consideration will also be given for noncompetitive appointment and is extended to individuals who meet basic eligibility requirements and who are eligible for special appointments such as those authorized for the severely disabled, certain Vietnam era and disabled veterans, and returned Peace Corps or VISTA volunteers, etc. Please indicate the type of special appointment sought, if any, on the application and follow all other instructions shown in this announcement. Applicants are responsible for submitting proof that they are eligible for special appointment. Information may be obtained at the Office of Personnel Management web site: <http://www.usajobs.opm.gov>.

All status candidates who wish to be considered under both merit promotion and competitive procedures must submit two (2) complete applications. When only one (1) application is received, it will be considered under merit promotion procedures only.

**Time-in-Grade:** Status applicants applying under merit promotion procedures must meet the time-in-grade requirements outlined in 5 C.F.R., Subpart F, i.e., at least 52 weeks at the lower grade level.

The Defense Authorization Act of 1986 requires that all male applicants born after December 31, 1959, who are required to register under the Military Selective Service Act, be registered or they are not eligible for appointment in the agency.

The Defense Authorization Act of November 18, 1997, extended veterans' preference to persons who served on active duty during the Gulf War from August 2, 1990, through January 2, 1992. The law also authorized the Secretary of each military department to award the Armed Forces Expeditionary Medal for service in Bosnia during the period November 20, 1995, to a date to be determined. The award of the medal is qualifying for veterans' preference. More information on veterans' preference is available in the VetGuide that may be found on the U.S. Office of Personnel Management web site ([www.opm.gov](http://www.opm.gov)).

To claim 5-point veterans' preference, attach a copy of your DD-214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility. To claim 10-point preference, attach a SF-15, application for 10-point Veterans' Preference, plus the proof required by that form. If you have severe disabilities or are a 30% or more disabled veteran, you may be considered under special hiring authority. Severely disabled applicants must submit a letter from the Veterans Administration dated within the last year indicating the percentage of the disability.

#### **OTHER SUBMISSION INFORMATION:**

Paper copies of all applications must be received at the office by 5:00 P.M. on the closing date of announcement. Late applications will not be considered.

**CTAP/ICTAP:** IMPORTANT INFORMATION FOR SURPLUS OR DISPLACED FEDERAL EMPLOYEES. Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection.

CTAP or ICTAP eligible will be considered well qualified if they receive a score of 90 or above before the assignment of veteran's preference points. Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605(a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent performance rating, and a copy of their most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.

Late, incomplete, or illegible applications will not be considered.

Applications submitted in postage-paid Government envelopes will not be considered.

Applications submitted by facsimile (Fax) will not be accepted.

Applications received become the property of the General Services Administration, NCR, Agency Liaison Division, and will not be returned.

All applications are to be submitted to:

Marine Mammal Commission  
Room 905  
4340 East-West Highway  
Bethesda, MD 20814  
Announcement No.: MM-05-01  
Attn: Suzanne Montgomery  
Phone: (301) 504-0087

This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify this agency. The decision on granting reasonable accommodations will be made on a case-by-case basis.

**PROBATIONARY PERIOD:**

Appointees are subject to a one-year probationary period in accordance with Office of Personnel Management regulations.

**EQUAL EMPLOYMENT OPPORTUNITY:**

The Marine Mammal Commission is an Equal Opportunity Employer. All qualified applicants will receive consideration for selection without regard to race, religion, color, national origin, sex, political affiliations, handicap, or any other non-merit factor.